

**KESHAV MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
H-4-5 ZONE, PITAM PURA, DELHI – 110034**

**NOTICE INVITING TENDERS FOR PROVIDING CANTEEN SERVICES  
AT KESHAV MAHAVIDYALAYA**

- 1. Online bids are invited on single stage two bid system for “Providing Canteen services at Keshav Mahavidyalaya. Manual bids shall not be accepted.**
2. Canteen Contract shall be for one year from date of award and may be extended to 2<sup>nd</sup> year (subject to satisfactory performance report by the College Canteen committee, at the end of 1<sup>st</sup> year).
3. Document Download: Tender documents may be downloaded from Keshav Mahavidyalaya web site [keshav.du.ac.in](http://keshav.du.ac.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>8 January 2018 (16.00PM)</b>
<b>Bid Document Download / Sale Start Date</b>	<b>8 January 2018 (16.00PM)</b>
<b>Bid Submission Start Date</b>	<b>9 January 2018 (16.00PM)</b>
<b>Bid Submission End Date</b>	<b>23 January 2018 (15.00 PM)</b>
<b>Bid Opening Date</b>	<b>25 January 2018 (10:00 AM)</b>

**Principal  
Keshav Mahavidyalaya**

#### 4. Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>

Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

5. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

6. Tenderer who has downloaded the tender from the Keshav Mahavidyalaya website [www.keshav.du.ac.in](http://www.keshav.du.ac.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Keshav Mahavidyalaya .

7. Intending tenderers are advised to visit again Keshav Mahavidyalaya website [keshav.du.ac.in](http://keshav.du.ac.in) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

8. Security deposit of Rs. 10000/- (Rupees Ten Thousand only) is to be submitted along with the bid through RTGS/ NEFT in college account as per details listed below:

<b>Name of the Beneficiary:</b>	<b>Principal, Keshav Mahavidyalaya</b>
<b>Account Number</b>	<b>: 2370101018813</b>
<b>IFSC Code</b>	<b>: CNRB0002370</b>
<b>Bank/ Branch</b>	<b>: Canara Bank, Rani Bagh, Delhi</b>

The tender without security deposit will be rejected. The Security deposit of parties, who have not been awarded the contract, will be returned within 45 days upon finalization of the tenders.

However, the Security deposit of the party, who has been awarded contract, will be returned only after successful completion of the contract. No interest will be paid on the amount of the security deposit.

9. The Canteen Contractor will pay the following charges to the college through cashless mode only.

- i) License fee Rs. 24000/- per annum (To be paid in two advance installment first in first week of January and second in first week of July).
- ii) Electricity Charges - Actual basis as per sub meter.
- iii) Water Charges - Rs. 300/- per month.

iv) Security amount (Refundable)–Rs.10,000/- (Rupees Ten Thousand only)

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

### **Submission of Tender**

The tender shall be submitted online in **Two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered . No correspondence will be entertained in this matter.

### **Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (signed and scanned copy):

- i. License from competent authority to run catering establishments/services.
- ii. EPF, ESI, VAT, FSSAI License Number, TIN / Service Tax Nos.
- iii. Copy of PAN
- iv. Testimonials of previous contracts performed
- v. Certificate issued by the Labor Department (Central/ State) etc.
- vi. Copies of audited financial statement for the preceding three years.
- vii. Certificate of Ethical Practices as per Annexure-C
- viii. **Proof for payment of Security Deposit**
- ix. **Tender Acceptance Letter as per Annexure-B**
- x. **Technical data sheet as per Annexure-A**

### **PRICE BID**

- (a) Schedule of price bid in the form of BOQ\_XXXX .xls

#### **Schedule of price bid in the form of BOQ\_XXXX .xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Keshav Mahavidyalaya .

## **TERMS & CONDITIONS OF THE CONTRACT**

1. Canteen Contract shall be for one year from date of award and may be extended to 2<sup>nd</sup> year (subject to satisfactory performance report by the College Canteen committee, at the end of 1<sup>st</sup> year).
2. The Canteen Contractor will pay the following charges to the college through cashless mode only.
  - v) License fee Rs. 24000/- per annum (To be paid in two advance installment first in first week of January and second in first week of July).
  - vi) Electricity Charges - Actual basis as per sub meter.
  - vii) Water Charges - Rs. 300/- per month.
  - viii) Security amount (Refundable)–Rs.10,000/- (Rupees Ten Thousand only)
3. The Caterer should give a brief account of his experience in running a canteen in educational institutions. (Certificate from the place served earlier should be attached)
4. The Contractor will get rate list approved by the cafeteria committee.
5. The licensee shall have to pay late payment charges @ Rs. 10/- per day, subject to Minimum Rs 250/- per month for late payment of the electricity and water charges.
6. The contractor shall introduce on demand the following items like chowmin, dosa, pizza, kadi-chawal/ chole-bhature, samber-vada on different week's days.
7. The contractor shall be responsible for payment of GST on eatables to the Sales Tax department as such applicable.
8. The contractor shall display rate list/menu on the Canteen Notice Board and the special items to be served on the different weeks days will also be notified thereon.
9. The licensee shall have no right to sub-let, assign or authorize any other person to run the canteen.
10. The licensee shall obtain a certificate from the MCD/Govt. of NCT of Delhi /Delhi Police for running the canteen.
11. The licensee shall provide photo I-cards to all its workers whether they work inside of canteen or provide room service.
12. Timings for the Canteen will be from 8.45 A.M. to 5.30 P.M. and may change as per additional requirements.
13. It will be the responsibility of the contractor to take proper care of the infrastructure facilities provided by the college in the canteen premises
14. The Contractor shall keep the premises of the canteen, the utensils, crockery and cutlery spotlessly clean. The waiters should be dressed in clean white/grey uniforms and provided with clean dusters. Hygienic conditions should be maintained at all times as regards both food served and surrounding.
15. All food items should be covered during processing and sale.
16. The college is in the process of providing the Piped Natural Gas (PNG) through IGL. The ground work by IGL have been completed and the internal piping work is under progress. The vendor has to pay charges to the college as reading of the meter bill of the IGL once it becomes operational. Till the piping is being laid down, the vendor may use the commercial LPG cylinder as per his/her requirement.
17. Any change in the rates of the items should be done with the prior permission of the canteen committee.

18. Requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) only with authorization of Principal and no unauthorized person will be allowed to stay.
19. The Contractor shall be responsible for the maintenance of law & order in the Canteen. He shall not allow any undesirable or antisocial element to use canteen.
20. It will be the sole responsibility of the contractor to guard canteen property like fans, electrical fittings, sanitary fitting and windows & doors etc.
21. The Contractor shall be subject to the regulation of Labor Law.
22. No employee/student/outsider will be allowed to smoke or consume alcohol or alcoholic/ banned /abused/drugs in the canteen.
23. The Contractor shall not keep/sell items like cigarette, alcohol and other health hazardous articles.
24. The Canteen Contractor is responsible for the maintenance and cleanliness of canteen & its sewerage if any, outside or surrounding the canteen premises at his own expense.
25. Covered Dustbins should be provided by contractor and they should be placed both in the canteen and outside (nearby) the canteen.
26. The Contractor should provide table service to the staff members and as and when required, the room service should be provided during any meetings or gathering etc. Room Service to the Principal office and Department room may be provided. These services shall be free of any additional charge.
27. The Contractor shall be under the discipline of the college and shall in no case disturb the working of the college and follow the instructions issued from time to time in this connection.
28. The possession of the premises will always be that of the Keshav Mahavidyalaya even when the premises is in the use of the Caterer and the possession if any of the caterer will be on behalf of Keshav Mahavidyalaya.
29. Canteen Contractor is required to dump garbage/waste of the canteen outside the premises of the college at his own expense. The college only provides trolley for this purpose.
30. The canteen Contractor will not transfer or assign the license in any manner to any third party nor will the caterer take any other person as partner or part with this interest in the license in any manner otherwise.
31. The cafeteria committee of the college has right to visit the canteen periodically, or make surprise visits to check on the quality of the food and the services that are being offered in the canteen, and report directly to the Principal. If required feedback on the canteen facility shall be obtained from the Student Community/ Teaching/Non-Teaching staff of the college.
32. The college has the right to terminate the contract at any given time (with two months notice) based on the independent recommendations of an appointed committee or canteen committee against any serious complaint/s, or short coming in the performance/maintenance of the canteen.
33. The Contract can be terminated by either the college or the canteen contractor by giving two months notice in advance from either side. However, if the canteen contractor, in the midst of the period of award decides to withdraw, his security shall be forfeited
34. The Contractor shall continuously rotate the menu for lunch/meals in a week.
35. The licensee has to arrange water tank at his own cost if water crises occurs.

36. Canteen will be open on all six days (Monday to Saturday) except Gazetted Holidays.
37. In case of emergent requirement, canteen can be open on Sundays with prior information to college administration.
38. Violation of any of the terms & conditions will render the Contractor liable to the cancellation of his contract without any notice.
39. At least three vendors who have quoted minimum prices with respect to fulfillment of technical specifications shall be called for quality inspection of food.
- 40. As per the instruction received from UGC and Delhi Government, all the transactions including selling of items to students/ staff members should be through cashless mode only.**

The college reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates of items.

## Technical Data Sheet

Annexure-A

1. Name of the Contractor \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Experience (in years) of Catering indicating the types of institutions and people certificate/s \_\_\_\_\_
- 4 (a) Place of Business \_\_\_\_\_
- (b) Present location of Canteen, if any \_\_\_\_\_
5. Specialized fields of Catering (if any) \_\_\_\_\_
6. GST Number \_\_\_\_\_
7. FSSAI License Number \_\_\_\_\_
8. PAN Number \_\_\_\_\_
9. If a co-operative Society, Please indicate Registration No and date of Registration. \_\_\_\_\_
10. Name of your Bankers with Address, Account No. & IFSC Code \_\_\_\_\_
11. Any other relevant information including Information as to whether the Contractor was at any time convicted under the provisions of the prevention of Food Adulteration Act. 1954 and if so the Details of the same including the nature of offence for which he was convicted and the punishment awarded. If any case under the said Act is pending. That fact may also be stated. \_\_\_\_\_

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**CERTIFICATE OF ETHICAL PRACTICES**

- I. I / We assure the college that neither I/We nor any of my/our workers will do any act/s, which are improper/illegal during the execution of the contract awarded to us.
- II. Neither I /We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the College.
- III. I / We will have no conflict of interest in any of our works / contracts at the College.

SIGNATURE

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> or <https://etenders.gov.in/eprocure/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrollment”** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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